

Volunteer Job Description

Station Name	Sewee Visitor and Environmental Education Center/Cape Romain NWR
Job Title	Administrative Services Volunteer
Qualifications	Willingness to become knowledgeable about the Cape Romain National Wildlife Refuge and to become familiar with the refuge management programs. Computer skills necessary for word processing and data entry. Ability to learn to operate the phone system. Ability to learn to operate office equipment including printer, fax and copier machines. Must possess a valid state driver's license.
Duties and Responsibilities	Answer and route incoming phone calls for staff. Check office messages. Enter computer data as requested. Enter data in refuge log journals. Sort and distribute incoming mail. Assist administrative officer with other duties as needed.
Time commitment	Determined by Availability